

**KENTUCKY RETIREMENT SYSTEMS  
CLASS SPECIFICATION**

<b>CLASS TITLE:</b> RETIREMENT SYSTEMS COUNSELOR I	
<b>DATE CLASS ESTABLISHED:</b> 12/01/2002	<b>DATE OF LAST REVISION:</b> 09/01/2007
<b>SELECTION METHOD:</b> 100% QUAL	<b>SALARY: (MIN-MID)</b> \$2,457 - \$3,071 <b>GRADE:</b> L

**MINIMUM REQUIREMENTS:** MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

**EDUCATION:** Graduate of a college or university with a bachelor's degree.

**EXPERIENCE:** None

**SUBSTITUTION FOR MINIMUM REQUIREMENTS**

**EDUCATION:** none (Earned college hours will be credited toward educational requirement.)

**EXPERIENCE:** Experience in public or business administration, wage and/or claims reporting, investigations or auditing will substitute for the education on a year-for-year basis. Administrative and/or clerical experience within Kentucky Retirement Systems will substitute for the bachelor's degree on the basis of one year of experience for one year of college.

**SPECIAL REQUIREMENTS:** (AGE, LICENSURE, REGULATION, ETC.)  
None

**CHARACTERISTICS OF THE CLASS:** CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Performs beginning level administrative duties in providing consultative services to active and retired members of a retirement system for state and local government employees and the agencies participating in the retirement systems. Insures compliance with retirement laws and regulations. Provides retirement systems information to employees and agencies; and performs other duties as required.

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION:** EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION. THE USE OF AN INDIVIDUAL EXPRESSION OR ILLUSTRATION AS TO DUTIES OR RESPONSIBILITIES SHALL NOT BE REGARDED AS EXCLUDING ASSIGNMENT OF OTHERS NOT MENTIONED WHICH ARE OF SIMILAR KIND OR QUALITY.

Performs beginning level duties in the interpretation and application of the laws and regulations of a state-administered retirement system for state and local government employees to participating agencies and members. Learns to instruct participating agencies in the proper procedures to inform employees of retirement systems information, to maintain correct records, files and reporting procedures. Assists in explanation of retirement benefits and programs to participating and non-participating agencies. Assists in explanation of means by which non-participating agencies may join the retirement systems. Delivers retirement information materials and forms. Provides counseling services to members and beneficiaries concerning service retirement, disability retirement, medical insurance coverage, survivor benefits and account management. Confers and corresponds with public officials, employers and employees to assist in resolution of problems between retirement systems, participating agencies and employees. Learns to audit agency and member records and insure compliance with laws governing retirement coverage, wage and service reporting. Assists in collection of delinquent contributions from agencies and members. Learns to verify employment and earnings records. Receives, reviews and processes applications for service retirement, disability retirement, survivor benefits, death benefits and health insurance. Processes direct deposit and tax withholding forms, as well as address changes. Calculates and processes adjustments to retirement accounts. Prepares statistical and narrative reports and answers questionnaires from public and private agencies. Uses PC and various other pieces of office equipment.

**TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS:** INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS, HOWEVER, THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work is typically performed in an office setting.

THE KENTUCKY RETIREMENT SYSTEMS DOES NOT DISCRIMINATE ON THE BASIS OF RACE, ETHNIC ORIGIN, COLOR, CREED, RELIGION, GENDER, SEXUAL ORIENTATION, AGE, DISABILITY OR POLITICAL AFFILIATION. THIS DOCUMENT IS AVAILABLE IN ANY ACCESSIBLE FORMAT UPON REQUEST TO THE HUMAN RESOURCES DIVISION: KENTUCKY RETIREMENT SYSTEMS.

